

~~SECRET~~~~CONFIDENTIAL~~*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director of Training
THROUGH: Deputy Director of Training

DATE: 24 September 1959

FROM : Chief, Processing Branch, RS/TR

25 YEAR RE-REVIEW

SUBJECT: Weekly Activity Report No. 36
16 September - 22 September 1959

I. SIGNIFICANT ITEMS:

None

II. OTHER ITEMS:

1. The third team is operating today! [] will return from [] on Monday, Herb from [] on Friday. Word has it that [] will be back with us on 5 October.

2. [] inquired about the availability of information on individual competencies in area knowledge. We have no such information in this office. [] recommended that Rod forward his request to the Chief, Qualifications and Analysis Branch/O, Personnel who will, Rod has since reported, complete a machine-run which will show the number of employees qualified in knowledge of a country and how that knowledge was acquired, i.e., by study, residence, or travel.

3. Language awards list No. 9, containing the names of 25 people for 25 awards in the amount of \$2,800, is ready to be transmitted to the Comptroller. On the list are ten awards for Maintenance (\$1,050), 15 for achievement (\$1,750). This brings FY 60's total amount to date \$34,275 and total since the beginning of the program to \$278,950.

4. In response to [] (TSS) request, Mary [] called the Office of the Superintendent of Public Schools in Arlington, Alexandria, Fairfax, and Montgomery counties for information about procedures for applying for a job as a teacher. All except the superintendent in Montgomery County furnished the appropriate forms, which were forwarded to Mr. []. The information is being forwarded to a prospective employee whose wife is a teacher, and his acceptance of a TSS job is contingent, at least in part, upon the possibilities of his wife's getting a job as a teacher in the area.

~~CONFIDENTIAL~~

SUBJECT: Weekly Activity Report No. 36
16 September - 22 September 1959

5. On Wednesday, 23 September, [] TLO/EE, accompanied her replacement, [] through a three-hour orientation on the functions of the Registrar Staff. This program was set up by [] within an hour after the request was received from EE Division.

6. The reports received thus far on the University of Chicago Summer Program are anything but encouraging. We hope to have the reports in from all of our 1959 participants (14) within the next two weeks. At that time they will be forwarded to interested officials for information and recommendations regarding continual participation in the program.

7. [] OCR, is currently on TDY at headquarters for consultation with his office. He recently completed the training phase of his Data Processing Program at UCLA, and as originally planned will remain in California for approximately six months for OCR. He indicated to R/TR and myself that he hoped to see the DTR before his departure next week.

8. The usual fall semester deluge of training requests has subsided. During the four-week period ending 22 September, we have received a total of 176 requests for external training, the majority of these for local after-hours programs.

9. An inquiry was received from FE regarding the possibility of enrolling Agency employees in the FSI early morning language courses. We learned from the Institute that they are now accepting applications from other agencies, but because of budget problems are charging non-State Department participants for these courses.

10. A special briefing was held on 21 September at 1717 H Street for 21 [] employees who are engaged in a four-day course at [] this week.

11. An application was received from [], a former OTR employee currently employed with the Federal Aviation Agency, requesting approval for her to attend the Basic Supervision course scheduled to begin 5 October. We forwarded the request to EAB/OS for approval and transmitted a memo to the Badge Office for a limited badge.

SECRET²

~~SECRET~~

SUBJECT : Weekly Activity Report No. 36
16 September - 22 September 1959

12. We are still awaiting the arrival of for the Admin Assistants job in the Processing Branch.

25X1

25X1

13. will resign on 25 September.

X 14. During the week 16 September - 22 September 1959, there were 790 persons enrolled in OTR conducted training:

384 enrolled in 51 classes (9 languages) voluntary

47 enrolled in 8 classes (6 languages) internal

121 enrolled in 6 Intelligence School courses

104 enrolled in 5 Operations School courses

34 enrolled in 1 SIC course

10 enrolled in 1 area course

62 Junior Officer Trainees

12 Reserve Officers

8 from other Government agencies

8 Dependents

25X1

~~SECRET~~
3